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State of New Hampshire

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August 18, 2021

His Excellency, Governor Christopher T. Sununu
 and the Honorable Council
 State House
 Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to RSA 21-I:56 I, Reclassification of Positions, the Division of Personnel, Department of Administrative Services requests waiver approval of the attached classification decisions effective upon Governor and Executive Council action. Funding associated with each decision is detailed on the reclassification waiver.

EXPLANATION

RSA 21-I:56 I, states that any request for reclassification of a position to a different class series as provided in RSA 21-I:54 shall require the approval of the Governor and Council.

Attached please find the classification decisions reached by the Classification Section of the Division of Personnel. RSA 21-I:42 II, provides the responsibility to the Division of Personnel to prepare, maintain and periodically revise a position classification plan for all positions in the classified service, based upon similarity of duties performed and responsibilities assumed, so that the same qualifications may reasonably be required for, and the same schedule of pay may equitably be applied to, all positions in the same classification. In addition, RSA 21-I:42 III, states that the Division of Personnel shall be responsible for allocating the position of every employee in the classified service to one of the classifications in the classification plan.

The change in position allocation or classification for vacant positions under RSA 21-I:56 I, shall be effective upon approval by the Governor and Executive Council. For filled positions with a current incumbent, Personnel Rule 303.04 Response of Director, mandates that the effective date of the change in position allocation or classification shall be the first day of the pay period immediately following the written response made by the Director of Personnel. In cases where this rule applies, Governor and Executive Council action is requested **retroactive** to the date specified for that position.

A thorough analysis of the proposed change specific to each position, both within their respective agency, as well as within the state classification system, has been completed by the Division of Personnel classification staff. A waiver is respectfully requested to proceed with the classification process.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Lorrie A. Rudis".

Lorrie A. Rudis
 Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: August 18,2021

Reclassification Request:

- The Liquor Commission requests the reclassification of Vacant position #42267, Accounting Technician, Labor Grade 12, A000 to a Senior Management Analyst, Labor Grade 26, A000.

Division of Personnel (DOP) Reclassification Decision:

- Senior Management Analyst, Labor Grade 26, A000 effective upon G&C approval.

Rationale for Decision:

- The Liquor Commission is developing a position to establish an internal audit and risk management function in order to systematically identify risks, mitigate and establish controls, and to ensure management objectives are carried out.
- The Senior Management Analyst will supervise the collection and analysis of all quantitative and qualitative data necessary to analyze the performance of programs across the Commission.
- The proposed duties are similar to those of other positions of the same class title currently operating in the agency and state, and parallel the class specification appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-77-77-771012-10230000-010.
3. Anticipated date of hire is: 8/27/2021 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$65,579
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$30,225
Benefits	<u>\$26,223</u>
Total	\$56,448

Projected Annual Cost:

Salary	\$53,801
Benefits	<u>\$31,452</u>
Total	\$85,253

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: August 18,2021

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Filled position #18768, Program Assistant I, Labor Grade 12, A000 to a Program Specialist I, Labor Grade 19, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist I, Labor Grade 19, A000 effective 01/29/2021.

Rationale for Decision:

- The agency requests to reclassify this position to increase productivity of the Reporting and Information Management Section of the Hazardous Waste Management Bureau.
- This position would research, review and interpret hazardous waste management rules, statutes and federal requirements to properly identify compliance requirements and program fees for waste generators as well as provide technical assistance to regulated parties and agency staff. It would also verify, reconcile, compile, and analyze data and information to support hazardous waste management programs.
- The proposed duties are similar to those of other positions of the same class title currently operating in the agency and state, and parallel the class specification appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 03-44-44-444010-53920000-010.
3. Filled position-effective date: 01/29/2021.
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$68,599
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$30,225
Benefits	<u>\$26,223</u>
Total	\$56,448

Projected Annual Cost:

Salary	\$40,170
Benefits	<u>\$28,429</u>
Total	\$68,599

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: August 18,2021

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Vacant position #19745, Planning Analyst/ Data System, Labor Grade 24, A000 to a Civil Engineer V, Labor Grade 30, A000.

Division of Personnel (DOP) Reclassification Decision:

- Civil Engineer V, Labor Grade 30, A000 effective upon G&C approval.

Rationale for Decision:

- The agency requests to reclassify and transfer this position to the Engineering and Permitting Section of the Solid Waste Management Bureau to meet an increased demand for professional engineering services.
- This position would perform duties for a statewide permitting program related to the construction, operation and closure of solid waste management facilities and the implementation of solid waste management methods. It would make technical determinations based on regulatory requirements and sound engineering practice, ensuring deadlines, program objectives, and compliance are achieved.
- The proposed duties are similar to those of other positions of the same class title currently operating in the agency and state, and parallel the class specification appropriately.

Funding Summary

1. This position is a 100% General Funded position.
2. Budgetary number/string 03-44-44-444010-54020000-010.
3. Anticipated date of hire is: 9/24/2021 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$67,582
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$48,770
Benefits	<u>\$30,336</u>
Total	\$79,106

Projected Annual Cost:

Salary	\$63,921
Benefits	<u>\$33,697</u>
Total	\$97,618

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: August 18,2021

Reclassification Request:

- The Department of Transportation requests the reclassification of Vacant position #21277, Toll Shift Supervisor, Labor Grade 13, A130 to a Program Assistant II, Labor Grade 15, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Assistant II, Labor Grade 15, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Transportation is reclassifying and transferring this position to the E-Z Pass section of the Bureau of Turnpikes to accommodate new business needs as the Dover, Rochester, and Bedford tolls transition to electronic collection only facilities.
- The Program Assistant II will provide customer service, technical assistance, and manage customer complaints in the Walk-In Centers, and assist with tracking and reporting of unpaid transactions and revenue collections.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 04-96-96-961017-70360000-010.
3. Anticipated date of hire is: 7/30/2021 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$51,957
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$38,979
Benefits	<u>\$40,156</u>
Total	\$79,135

Projected Annual Cost:

Salary	\$34,281
Benefits	<u>\$27,123</u>
Total	\$61,404

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: August 18,2021

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #14688, Chief Bureau of Environmental Health, Labor Grade 28, A000 to a Administrator III, Labor Grade 31, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator III, Labor Grade 31, A000 effective 07/16/2021.

Rationale for Decision:

- The Department of Health and Human Services is aligning this position to match the duties and responsibilities of Bureau Administrators at The Department of Public Health (DPHS).
- The Administrator III will administer section objectives by planning, establishing, and implementing long-term policies and developing and maintaining systems and strategies that support effective public health services statewide.
- The proposed duties are similar to those of other positions of the same class title operating at the DPHS and meet the standards of the class specification.

Funding Summary

1. This position is a 15% General Funded position.
This position is a 85% Other Funded position.
2. Budgetary number/string 05-95-90-901510-53900000-010.
3. Filled position-effective date: 7/16/2021.
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$118,342
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$75,434
Benefits	<u>\$48,242</u>
Total	\$123,676

Projected Annual Cost:

Salary	\$83,870
Benefits	<u>\$49,908</u>
Total	\$133,778

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: August 18, 2021

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #43010, Medical Service Technician, Labor Grade 17, A000 to a Grants Program Coordinator , Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Grants Program Coordinator, Labor Grade 23, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Health & Human Services is requesting a reclassification of this vacant position to a Grants Program Coordinator to aid the Division for Children, Youth & Families in the application and fiscal administration of grant funds.
- The Grants Program Coordinator will review and analyze operational resources and policies to ensure compliance with applicable regulations, provide technical assistance on the preparation and administration of grant proposals and budgets, analyze fiscal data, and make recommendations on these to assure effectiveness and efficiency.
- The proposed duties are similar to those of other positions of the same class title currently operating in the agency and state, and parallel the class specification appropriately. The position and classification are appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 60% General Funded position.
This position is a 40% Federal Funded position.
2. Budgetary number/string 05-95-95-950010-5676-010.
3. Anticipated date of hire is: 8/27/2021 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$59,477
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$0
Benefits	\$0
Total	\$0

Projected Annual Cost:

Salary	\$47,307
Benefits	<u>\$30,013</u>
Total	\$77,320

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: August 18,2021

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #11918, Child Protective Service Worker IV, Labor Grade 24, A000 to a Program Specialist IV, Labor Grade 25, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist IV, Labor Grade 25, A000 effective upon G&C approval.

Rationale for Decision:

- The Department of Health and Human Services is reclassifying this position to meet the business needs of the Division for Children, Youth and Families-Bureau of Community, Family & Program Support to recruit, educate, and train foster families in NH.
- The Program Specialist IV will develop, implement, and manage programs to inform and educate NH residents about the foster care program, to include implementing marketing and outreach efforts, and perform data analysis for long-term planning.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 29% General Funded position.
This position is a 71% Federal Funded position.
2. Budgetary number/string 10-95-42-4210-29570000-010.
3. Anticipated date of hire is: 10/8/2021 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY 22: \$53,951
5. Total FY 22 Budgeted and Projected Annual Cost:

Total FY 22 Budgeted:

Salary	\$69,552
Benefits	<u>\$34,956</u>
Total	\$104,508

Projected Annual Cost:

Salary	\$51,558
Benefits	<u>\$30,956</u>
Total	\$82,514